

QUICK REFERENCE CARDS

RECOGNITION ASAP	TEAM RECOGNITION
<p><u>Guidelines for Effective Praising</u></p> <p>As soon: Timing is very important; don't delay praise.</p> <p>As Sincere: Praise seems hollow if you're not sincere.</p> <p>As Specific: Avoid generalities in favor of details.</p> <p>As Personal: Convey your praise face-to-face.</p> <p>As Positive: Don't undercut praise with a concluding note of criticism.</p> <p>As Proactive: Look for opportunities to praise; avoid reacting to mistakes.</p> <p>As Possible!</p>	<p><u>When recognizing all teams:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Focus on areas that will have the greatest impact. <input type="checkbox"/> Involve your target employee group. <input type="checkbox"/> Announce the recognition with fanfare. <input type="checkbox"/> Publicly track progress. <input type="checkbox"/> Have lots of winners. <input type="checkbox"/> Allow flexibility of rewards. <input type="checkbox"/> Renew the program as needed. <input type="checkbox"/> Link informal and formal rewards. <input type="checkbox"/> Find ways to perpetuate new behaviors.
GETTING STARTED WITH RECOGNITION	VIRTUAL TEAM RECOGNITION
<p><u>Getting started . . . Just do it!</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Start in your immediate sphere of influence. <input type="checkbox"/> Do <i>one</i> thing differently. <input type="checkbox"/> Ask employees what motivates them. <input type="checkbox"/> Focus on what you can do, not what you can't do. <input type="checkbox"/> Don't expect to do recognition perfectly. 	<p><u>When recognizing virtual teams:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Make them feel a part of the team. <input type="checkbox"/> Get to know them. <input type="checkbox"/> Provide a lot of communication. <input type="checkbox"/> Establish regular team communication times. <input type="checkbox"/> Use technology to facilitate recognition. <input type="checkbox"/> Take time for team-building activities. <input type="checkbox"/> Don't let them fall between the cracks.
RECOGNITION CYCLE	RECOGNITION EVALUATION
<p><u>Experiment, learn, and improve!</u></p> <p>Plan: Commit to a recognition activity.</p> <p>Do: Perform the recognition activity.</p> <p>Review: Assess how well the recognition</p> <p style="padding-left: 40px;">Activity worked.</p> <p>Improve: Refine the recognition activity to make it even better the next time.</p>	<p><u>During the recognition . . . ask yourself:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> How are you doing? <input type="checkbox"/> Are you getting the response you expected? <p><u>After the recognition . . . ask yourself:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> How are you doing? <input type="checkbox"/> Are you doing what you planned to do? <input type="checkbox"/> Is the timing right? <input type="checkbox"/> Are you getting the response you expected?
RECOGNITION PLANNING	RECOGNITION TROUBLESHOOTING
<p><u>Before you recognize . . . ask yourself:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> What do I want to recognize? <input type="checkbox"/> Who do I want to recognize? <input type="checkbox"/> When should the recognition be done? <input type="checkbox"/> Where should the recognition be done? <input type="checkbox"/> How should the recognition be done? <input type="checkbox"/> What could go wrong (and how can you prevent it)? <input type="checkbox"/> What kind of response can you expect? 	<p><u>Watch out for the following recognition mistakes:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Recognition that's not timely <input type="checkbox"/> Insincere or mechanical recognition <input type="checkbox"/> Public recognition for private people <input type="checkbox"/> Undercutting praise with criticism <input type="checkbox"/> Recognition that's not rewarding to the recipient <input type="checkbox"/> Treating everyone the same <input type="checkbox"/> Leaving someone out <input type="checkbox"/> Not letting the group determine rewards <input type="checkbox"/> Rewarding the wrong things